

AUGUST 21, 1997

THE REVISION TO STANDARD -73-201
OVERSIZE/OVERWEIGHT VEHICLE ENFORCEMENT RESULTS FILE

LINE 1: FROM: THE DIVISION OF HIGHWAYS
TO: THE DIVISION OF OPERATIONS
935 EAST CONFEDERATE AVE.
ATLANTA, GEORGIA 30316

THE DIVISION OF OPERATIONS IS RESPONSIBLE FOR:

THE SAFE OPERATION AND MAINTENANCE OF ROADWAYS.
UTILITY RELOCATION
OPERATIONS OF TRUCK WEIGHING STATIONS .

LINE 11: DOCUMENTS RELATING TO THE ENFORCEMENT OF COMPLIANCE
AND REGULATIONS FOR THE MOVEMENT OF VEHICLES ON THE
STATE HIGHWAY SYSTEM .

INCLUDED ARE:

DAILY ACTIVITY REPORTS
WEEKLY SUMMARY OF DAILY ACTIVITY REPORT
ANNUAL TRUCK WEIGHING REPORT

THE INFORMATION IS ENTERED DAILY INTO THE COMPUTER DATA BASE

LINE 24 REQUIREMENTS, 4 YEARS FOR ADMINISTRATIVE NEED.

LINE 25 ONCE THIS INFORMATION IS ENTERED INTO THE COMPUTER
AND VERIFIED AS BEING CORRECT; DESTROY THE HARD COPIES

DAILY AND WEEKLY REPORTS; COMPUTER DATA HOLD
FOR 1 YEAR THEN DESTROY.

ANNUAL REPORT; COMPUTER DATA HELD FOR 4 YEARS THEN
DESTROY.

Director of Operations: Larry B. Schubert August 21, 1997

Records Management Analyst: Mark O. Jones August 21, 1997

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon

Secretary of State Designee

9/11/97
Date

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Director of Operations: *Larry B. Schubert* August 21, 1997

Records Management Analyst: *Mark B. Jones* August 21, 1997

GW 9/11/97

STATE RECORDS COMMITTEE, RECORDS RETENTION SCHEDULE APPLICATION

Schedule #: 73-0201 M
Effective Date: 08-26-97
Sheet:

Series Title: Oversize/Overweight Vehicle Enforcement Results Files
1993 - Ongoing

Source Documents:

Information is entered into the computer daily.
Once the information is verified
Destroy the hard copy

Computer Files:

Daily and Weekly Reports:

Cutoff at end of fiscal year;
Hold for one year
Then Destroy

Annual Reports:

Cut off at the end of fiscal year;
Hold for four(4) years
Then Destroy

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon
Secretary of State Designee

Date



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 22 1973 73-201 MAR 27 1973	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Operations Section Office of Permits & Enforcements No. 2 Atlanta, Georgia		
4. Person to Contact Harry Russell		5. Working Title Asst. Chief	6. Tel. No. 656 5428
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>			
8. Earliest & Latest Dates of Series 1966 - To Date		9. Exact Series Title Oversize/Overweight Vehicle Enforcement Results File	
10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the State Highway System. This includes: highways and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and overdimensional rules and regulations for the movement of vehicles on the State Highway System, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State Highway System.			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the enforcement of compliance with overweight and overdimensional rules and regulations for the movement of vehicles on the State Highway System. Included are: Daily activity report Weekly summary of daily activity report Daily Report Annual truck weighing report File is arranged chronologically.			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED			
Letter-size File Drawers	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)
Storage Area - Forest Park		20	AVERAGE DAILY REFERENCES
			No. of Drawers Cu. Ft. of Records
			2 4
			In Office(s) In Storage Area(s)
			7 7
			This Year's Last Year's Preceding Year's All Prior Year's
			15 10 5 --

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ []
The Daily Activity Report is summarized in the weekly summary of Daily Activity Report.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [] Other

then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Daily & Weekly Reports: hold in current files area 1 year; then destroy

Annual Report: hold in current files area 1 year; transfer to State Record center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Rationale: Retaining the annual summary for 4 years will provide the Department with a basis for statistical comparison of enforcement results over a given period of time.

Attach Samples of the Series

Records Management Officer

26. Recommendations		<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	3/9/73
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>Carol Haro</i>	3-23-73
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>B. M. J. Sheel</i>	3-21-73